

## SECTION 5 FORMAT REQUIREMENTS

### 5-1. Format Requirements.

The following format requirements are being provided in lieu of those set out in the HTOS (DTOS Section 3-6.D(2)(I)). The following record format requirements must be met for the data base to accept Participant's rates and charges. Submissions received from carriers or services not conforming to record requirements will not be accepted by the data base and the carrier will be notified as set in out in Section 1-3.

### 5-2. Header Records.

#### 5-2.1. Header Record.

Record Field	Maximum Positions	Contents
Record ID	2	H1
SCAC	4	4 Digit Standard Carrier Alpha Code
Separator	1	\ [backslash]
Participant Name	45	
Separator	1	\ [backslash]
Filing Period	1	Enter "I" (Initial Filing)
Separator	1	\ [backslash]
Effective Date--YYYYMMDD	8	Must be 19980130
Separator	1	\ [backslash]
Taxpayer Identification Number	9	TIN assigned by the IRS to the Participant.

#### 5-2.2. Address Record.

##### 5-2.2.1. Participant's Authorized Official.

Record Field	Maximum Positions	Contents
Record ID	2	H2
Participant's Government Representative	45	Name of Participant's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

##### 5-2.2.2. Participant's Authorized Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	H3
Participant's Government Representative Title	45	Title of the Participant's authorized official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

**5-2.2.3. Participant's Street Address.**

Record Field	Maximum Positions	Contents
Record ID	2	H4
Participant's Mailing Address	45	Participant's official mailing street address. If the street address is longer than the allotted positions, you must abbreviate.

**5-2.2.4. Participant's City/State/Zip Code.**

Record Field	Maximum Positions	Contents
Record ID	2	H5
Participant's Mailing Address - City	45	City of Participant's mailing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Participant's Mailing Address - State	2	State of Participant's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Participant's Mailing Address- Zip Code	10	Zip Code of Participant's mailing address. Use either US Postal Service five or 10 position Zipcode.

**5-2.2.5. Participant's Telephone Number/Facsimile Number.**

Record Field	Maximum Positions	Contents
Record ID	2	H6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Participant's authorized government official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Participant's authorized government official.

**5-2.2.6. Participant's Internet Address.**

Record Field	Maximum Positions	Contents
Record ID	2	H7
Internet Address	45	Internet address of Participant's authorized government official.

**5-2.3. Example.**

H1ABCD\YOUNG MOVING AND STORAGE\19980130\13-214567  
H2JOHN DOE  
H3PRESIDENT  
H44400 COLLEGE BLVD, SUITE 175  
H5OVERLAND PARK\KS\66211  
H6816-823-3646\816-823-3656  
H7CYOUNG@GSA.GOV

Note: Zero fill or spaces are not required; if an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

### 5-3. Rate Record

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter "01" for <b>GDTS</b> , General Domestic Transportation Services. Enter "02" for <b>ADTS</b> , Agency Specific Domestic Transportation Services. Enter "03" for <b>GDMS</b> , General Domestic Move Management Services. Enter "04" for <b>ADMS</b> , Agency Specific Domestic Move Management Services. Enter "05" for <b>GITS</b> , General International Transportation Services. Enter "06" for <b>AITs</b> , Agency Specific International Transportation Services. Enter "07" for <b>GIMS</b> , General International Move Management Services. Enter "08" for <b>AIMS</b> , Agency Specific International Move Management Services. Enter "09" for <b>GDDM</b> , General Domestic Direct Move Management Services. Enter "10" for <b>ADDM</b> , Agency Specific Domestic Direct Move Management Services. Enter "11" for <b>GIDM</b> , General International Direct Move Management Services. Enter "12" for <b>AIDM</b> , Agency Specific International Direct Move Management Services
Separator	1	3	Use a comma ( , )
Participant Tender Number	4	4-7	Participant assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).
Separator	1	8	Use a comma ( , )
Agency ID	5	9-13	<b>Domestic:</b> For Tender Identifiers 1, 3, 5, 7, 9 and 11 - ZERO FILL. <b>International:</b> For Tender Identifiers 2, 4, 6, 8, 10, and 12 - use AGENCY CODE IN SECTION 4.1
Separator	1	14	Use a comma ( , )
Origin	4	15-18	<b>Domestic:</b> <i>Interstate</i> -For Tender Identifiers 1, 2, 3, 4, 9, and 10: Use SERVICE AREA CODE IN SECTION 4.2.1; <i>Intrastate</i> -For Tender Identifiers 1, 2, 3, 4, 9, and 10: Use SERVICE AREA CODE IN SECTION 4.2.2 <b>International:</b> For Tender Identifiers 5, 6, 7, 8, 11, and 12: Use SERVICE AREA CODE IN SECTION 4-2.2 and 4.3
Separator	1	19	Use a comma ( , )
Destination	4	20-23	<b>Domestic:</b> <i>Interstate</i> -For Tender Identifiers 1, 2, 3, 4, 9, and 10: Use SERVICE AREA CODE IN SECTION 4.2.1; <i>Intrastate</i> -For Tender Identifiers 1, 2, 3, 4, 9, and 10: Use SERVICE AREA CODE IN SECTION 4.2.2

Record Field	Maximum Positions	Positions	Contents
			<b>International:</b> For Tender Identifiers 5, 6, 7, 8,11, and 12 : Use SERVICE AREA CODE IN SECTION 4-2.2 and 4.3
Separator	1	24	Use a comma ( , )
Transportation Percentage	4	25-28	<b>Domestic including Alaska and Canada :</b> For Tender Identifiers 1, 2, 3, 4, 9,and 10 - Bottom Line Discount: Enter the Bottom-Line Discount being offered; for example: 0045 (45%) <b>International:</b> For Tender Identifiers 5, 6, 7, 8,11,and 12 - Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	29	Use a comma ( , )
Category 1 Vehicle	6	30-35	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle less than 300 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	36	Use a comma ( , )
Category 2 Vehicle	6	37-42	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle less than 300 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	43	Use a comma ( , )
Category 3 Vehicle	6	44-49	<b>Domestic (except Alaska):</b> price per mile; example 000050 (\$.50). <b>International (including Alaska):</b> Flat price per vehicle less than 300 cubic feet; example: 000975 (\$975); 003900 (\$3900)
Separator	1	50	Use a comma ( , )
Storage-in-Transit Percentage	4	51-54	<b>Domestic:</b> For Tender Identifiers 1, 2, 3 , 4, 9,and 10 - Storage-in-Transit Discount: Enter the SIT discount being offered; for example: 0045 (45%) <b>International:</b> For Tender Identifiers 5, 6, 7, 8,11,and 12 - Storage-in-Transit Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	55	Use a comma ( , )
Accessorial	4	56-59	<b>Domestic:</b> For Tender Identifiers 1, 2, 3, 4, 9,and 10 - Accessorial Discount: ZERO FILL; example: 0000 <b>International:</b> For Tender Identifiers 5, 6, 7 ,8,11,and 12: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	60	Use a comma ( , )
Unaccompanied Air Baggage	4	61-64	<b>Domestic:</b> For Tender Identifiers 1, 2, 3, 4, 9, and 10 - Applies to Alaska shipments only: Enter the UAB percentage being offered; for example: 0045

Record Field	Maximum Positions	Positions	Contents
			(45%) <b>International:</b> For Tender Identifiers 5, 6, 7, 8, 11, and 12: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	65	Use a comma ( , )
Phone Number	20	66-85	<b>General Transportation:</b> Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application. The phrase LOCAL AGENT may be used. Any positions not filled MUST be followed by spaces (USE SPACE BAR) <b>Direct and Broker Move Management:</b> Phone number <b>must</b> be a toll free number used to book shipments.

### 5-3.1. Example.

1,1234,00000,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
2,1234,USDOI,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
3,1234,00000,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
4,1234,USDOI,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
5,1234,00000,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
6,1234,USDOI,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
7,1234,00000,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
8,1234,USDOI,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
9,1234,00000,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
10,1234,USDOI,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
11,1234,USDOI,1300,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000  
12,1234,USDOI,1200,1400,0000,000000,000000,000000,0000,0000,0000,00000000000000000000

### TIPS:

### 1. Domestic Discounts:

- (a) 40% offered discount means 60% of the rates/charges in the GRT;  
(b) 100% offered discount means zero (0)% of the rates/charges in the GRT or no charge for the service.

## 2. International Discounts:

- (a) 40% offered discount means 40% of the baseline rate;  
(b) 100% offered discount means 100% of the baseline rate;  
(c) 115% offered discount means 115% of the baseline rate or 15% more then the base line rate.

3. If you submit a percentage of all zeros, this will be considered a rate related deficiency (Section 1.1.6)

4. If you submit an offer for the household goods shipment, either domestic and/or international, you **MUST** submit an offer for the UAB, POV, and accessorial (Section 2-6.4.1):

All vehicle rates must be non-zero

UAB: Domestic, including Canada, is zero (0); international, including Alaska, must be non-zero

All SIT must be non-zero

Accessorial; Domestic, including Alaska and Canada, is zero (0); international must be non-zero